

S-E-C-R-E-T

21 April 1969

OFFICE OF FINANCE INSTRUCTION NO. 121, Revised

SUBJECT : General - Medical Advances and Claims

Specific - Processing T/A's from Field Installations,
Headquarters Advances, Medical Claims, and
Clearing Balances in Medical Advance Accounts

RECISSION: Office of Finance Instruction No. 121, dated 2 January 1968

1. GENERAL

25X1A [REDACTED] as supplemented by [REDACTED] authorizes
25X1A Chiefs of Stations and Bases to approve advances for medical purposes,
and requires that all such advances be transferred to Headquarters for
settlement from the proceeds of the medical claims submitted by the
employee for processing under the Overseas Medical Benefits Program
and/or the Association Benefit Plan, as applicable. In addition, advances
are made by Headquarters for (1) emergency hospitalization of medical
returnees from field installations who are beneficiaries under the Over-
seas Medical Benefits Program, and (2) hospitalization of an employee or
his dependents for a condition determined to be the result of illness or
injury which originated at a field installation for which the benefits of
the Overseas Medical Program would apply. The responsibilities and pro-
cedures established herein are designed to ensure that the amounts of
25X1A such advances are deducted from the proceeds of applicable claims prior
to final settlement and that residual balances of medical advances are
expeditiously cleared from the Advances to Agency Personnel - Medical
25X1A Account. This account is maintained for the purpose of recording and
controlling all medical advances authorized by [REDACTED] for an employee
or his dependents as defined in [REDACTED] and those Headquarters
advances mentioned above.

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GROUP 1 Excluded from automatic downgrading and declassification

2. RESPONSIBILITIES AND PROCEDURE

a. The Accounts Division will:

Record medical advances T/A'd to Headquarters by field installations directly to the medical advance account with an assigned due date 90 days following the date of the T/A. Forward two copies of such T/A's on a weekly basis by memorandum to the Benefits and Services Division, Office of Personnel. Furnish a copy of the memorandum to the Certification and Liaison Division.

b. The Certification and Liaison Division will:

- (1) Transmit monthly to the Benefits and Services Division, Office of Personnel, for review and analysis, two copies of the monthly machine listing of transactions in the medical advance account.
- (2) Upon the receipt of the annotated machine listing of transactions in the medical advance account from the Office of Personnel (see subparagraph c(2)(b), below), prepare a posting voucher to extend due dates, request field installation to submit claim, transfer (T/A) balances to field installations for payment or collection to or from personnel currently assigned to field installations, take appropriate action to pay or collect any residual balances due to or from personnel at Headquarters.
- (3) Audit and certify approved Overseas Medical Benefit advances and claims and ensure that the proceeds of any such claim are first applied to any related outstanding medical advance prior to payment of the proceeds to the claimant. Such advances shall be assigned a due date 90 days following the date of the advance.

c. The Benefits and Services Division, Office of Personnel, will:

- (1) Take the following action in processing hospitalization advances and approved medical claims:
 - (a) Prepare and approve all requests for hospitalization advances at Headquarters for employees and dependents who are beneficiaries under the Overseas Medical Benefits Program. Requests for advances shall

be made on Form 281, Request for Advance. When the employee is not available to accept payment and sign a receipt, the approving officer will designate on Form 281 an agent to receive the advance on behalf of the employee, and shall indicate the manner of payment to be used such as cash, check or other means and to whom payment is to be made. The designated agent shall obtain a receipt, deposit slip or other evidence to confirm that payment was made as directed and forward this to the Certification & Liaison Division, Office of Finance, for attachment to the advance voucher.


- (b) For Overseas Medical Benefit claims, indicate on the Form 264, Request for Reimbursement or Payment, in the block headed Payment Instructions, "credit medical advance account", and cite the amount of the medical advance to be accounted for; when there is no advance, cite other appropriate payment instructions. In cases where the approved claim will not liquidate the advance, indicate, when known, whether settlement of an additional claim or any portion of the present claim is pending under the Overseas Medical Benefits Program and whether the claim or a portion thereof has been referred for further consideration by an Agency sponsored hospitalization plan.
 - (c) For medical claims not covered under the Overseas Medical Benefits Program but payable under the Association Benefit Plan, indicate on the transmittal of payments to the Office of Finance the disposition to be made of the proceeds, i.e. "credit medical advance account and/or deposit to bank allottee" to ensure liquidation of any residual balance of advance in excess of the approved claim under the Overseas Medical Benefits Program.
- (2) Take the following action promptly upon receipt of the monthly machine listing of transactions in account 1446, Advances to Agency Personnel - Medical:
- (a) Review the status of each delinquent medical advance, i.e. all due dates in or prior to the month for which the listing is prepared.

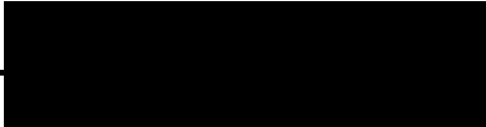
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- (b) Annotate each delinquent advance and residual credit balance appearing on the machine listing to show the status of claims received and recommend actions to Certification and Liaison Division to be taken, such as:
- (1) extension of due dates to the time of expected settlement when processing of claims is delayed due to justifiable cause,
 - (2) collection of the outstanding balance of the advance if all claims have been processed,
 - (3) payment of residual credit balances determined to be due the employee,
 - (4) correspondence to the field installation in instances where claims have not been received requesting that a claim be submitted or that a refund be made.
- (c) Return to the Certification and Liaison Division, Office of Finance, for further action the annotated machine listing of transactions in the medical advance account. Return of this listing will be by memorandum signed by the Chief, Benefits and Services Division indicating his approval of the actions recommended by annotations on the listing. Return of the listing must be accomplished within two weeks of receipt or sooner if possible in order for the Certification & Liaison Division to review the annotated listing and revise the accounting data during the current month.

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L. E. BUSH
Director of Finance


C/Benefits & Services Division, OP

30 April 69
Date

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OFFICE OF FINANCE INSTRUCTION SHEET NO. 30

(This Instruction Sheet is for information only and may be destroyed)

REMOVE			INSERT			EXPLANATION
ISSUANCE NOS.	PAGE NOS.	DATE	ISSUANCE NOS.	PAGE NOS.	DATE	
OFI 121 (Revised)	ALL	1/2/68	OFI 121 (Revised)	ALL		This issuance updates Office of Finance Instruction No. 121, last revised 2 January 1968, to reflect a transfer of responsibilities for auditing and certifying medical claims and advances and for monitoring and maintaining Account 1446, Advances to Agency Personnel - Medical, from the Accounts Division to the Certification and Liaison Division.

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Approved:

Director of Finance

21 April 1969
Date

Distribution: Regular